



Job Vacancy Announcement

Date Posted: May 16, 2022

Position Title: Healthy Homes Coordinator

Reports To: Executive Director, ECDA

Depart/CC: Economic & Community Development Agency

Purpose:

Lead the day to day management and administration of City programs and activities associated with State and Federally funded programs including but not limited to Healthy Homes grants, HOME Funds and Community Development Block Grants. Knowledge of the principles and practices of program administration and development. Ability to tactfully foster and maintain positive working relationships when dealing with the public. Assist in directing, supervising, and coordinating program policies and administration to efficiently operate within the guidelines set forth by the Federal and State funding sources.

Essential Functions

1. Develop and maintain construction specification writing system with current area pricing for a variety of housing repairs including rehabilitation, lead mitigation, and renovation, and/or new construction activity associated with the agency's construction programs.
2. Plan and implement, and monitor the quality and quantity of the work of personnel performing functions associated with project development.
3. Plan and implement and monitor the quality and quantity of the work of personnel performing initial, interim, and final sections of housing repair, housing rehabilitation, lead mitigation, housing renovation for sale preparation, and/or new construction activity associated with the agency.
4. Monitors the quality and quantity of the work of personnel performing regularly scheduled property maintenance inspections for all agency owned properties.
5. Oversees the work of personnel who are responsible for intake, outreach, application processing, client follow-up, project follow-up, case management, etc.
6. Develop and maintain a viable system for the flow and filing of all programmatic documentation.
7. Maintain construction program procedures and monitors adherence.

Qualifications

1. All applicants must be at least 18 years of age.
2. Bachelor's Degree in Construction/Program Management or another related field
3. Four (4) years of experience & verifiable training in a related occupation in exchange for education
4. Knowledge of Federal and State grant programs and policies (CDBG, HOME, & HUD)
5. Microsoft Office Suite skills, GIS & Housing Developer Pro

HOW TO APPLY: Please send resume and cover letter to Carolyn Croswell 304 S. Indiana Ave, Kankakee, IL 60901 or apply online www.citykankakee-il.gov. Application deadline: position is open until filled. EOE